Approved For Release 2006/08/14 : CIA-RDP70-00211R000700050028-8

Rec Mgt 4-4

S-E-C-R-E-T

27 June 1953

TO : All ARO's and [redacted]

FROM : Acting Chief, Records Management Staff 25X1

SUBJECT: Disposal Authorization for Certain Control Records

1. Disposal periods for certain control records are now approved for Agency-wide application. The Office of Security and the CIA Top Secret Control Officer have concurred in the destruction of these records after a retention of specified periods. Legal authorization to destroy these records has also been obtained from National Archives and the Congress. These records are:

a. Classified Document Receipts (Top Secret, Secret, and Confidential).
Approved Disposal: Destroy after 2 years.

b. Top Secret Cover Sheets.
Approved Disposal: Destroy 10 years after document has been downgraded, destroyed, or sent outside CIA.

c. Courier Receipts including TOP SECRET (other than those retained by the Agency Courier Office).
Approved Disposal: Nonrecord Material. Destroy after three months.

2. Records Officers should therefore review their Records Control Schedules and make appropriate changes in the disposition instructions for these items to permit their destruction. Schedules of your records maintained by this Staff are being changed accordingly. The Records Center is being notified to make similar changes in the copies of schedules they maintain and to initiate action to destroy the retired records covered by this authorization. [redacted]

MORI/CDF

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